



Montgomery County, Virginia

CITIZEN GUIDE

ZONING PERMITS

In order to provide more efficient customer service, we have outlined the steps that customers must take to obtain a zoning permit from Montgomery County Planning and GIS Services.

Dwellings, Manufactured Homes, Bedroom Additions, Non-Residential Structures, and private septic systems

1. Obtain Zoning Verification Letter from Montgomery County Planning & GIS Services.
2. Apply for and obtain a Septic Construction Permit from the Montgomery Co. Health Dept. Please be advised the number of bedrooms or employee occupancy limitations on the septic permit shall match the number of bedrooms on the building plans or a conditional septic permit shall be required. Rooms which have means of egress and a closet, regardless of the label on the plans e.g. office, etc., are considered bedrooms. Non-residential uses will be limited to number of employees or occupancy.
3. Submit all required items on the Zoning Permit Application/Checklist to Planning & GIS Services for approval. (Additional copies are not required; Planning & GIS Services will not keep these items). Approvals are generally done at the time of submittal based upon the availability of staff. If staff is unavailable, a copy of all items may be left and approval will be issued within one to two (1-2) business days.
4. After receipt of a Zoning Permit, apply for a Building Permit at the Montgomery County Department of Inspections, Suite 1D in the Montgomery County Government Center.

Additions, Alterations, Accessory Buildings & Other Residential Construction not on private septic systems

1. Obtain Zoning Verification Letter from Montgomery County Planning & GIS Services
2. Submit all required items on the Zoning Permit Application/Checklist to Planning & GIS Services for approval. (Additional copies are not required; Planning & GIS Services will not keep these items). Verification of water and sewer service from Montgomery County PSA, Town of Blacksburg, or Town of Christiansburg will be required if parcel is served by public water and sewer. Approvals are generally done at time of submittal based upon the availability of staff. If staff is unavailable, a copy of all items may be left and approval will be issued within one to two (1-2) business days.
3. After receipt of a Zoning Permit, apply for a Building Permit at the Montgomery County Dept. of Inspections.

For questions regarding obtaining zoning permits/approval contact:

Montgomery County Planning & GIS Services 540-394-2148

For questions regarding building permits/approval contact:

Montgomery County Department of Inspections 540-382-5750

For questions regarding wells and/or septic systems contact:

Virginia Dept. of Health-Montgomery County 540-381-7114 ext. 117

For additional information contact:
Montgomery Co. Planning & GIS Services
755 Roanoke Street Suite 2A,
Christiansburg, VA 24073
Ph: 540-394-2148; Fax: 540-381-8897

www.Montgomerycountyva.gov/planning